



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Personnel Director
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General Statement of Duties

Develops, directs, and administers the activities and operations of the Personnel Department, including personnel management, labor relations, and risk management; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to develop, direct, and administer the activities and operations of the Personnel Department, including personnel management, labor relations, and risk management. The work is performed under the supervision and direction of the City Manager, but extensive leeway is granted for the exercise of independent judgment and initiative. Full supervision is exercised over all Personnel Department staff. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in an office environment.

Examples of Essential Work (Illustrative Only)

- Develops, directs, and administers the activities and operations of the City's Personnel Department, including personnel management, labor relations, and risk management;
- Develops, administers, and directs the implementation of department goals, objectives, policies, procedures, and work standards, including enhancing the overall quality of provided department services by improving existing processes; interprets and implements federal, state, and local laws and regulations, agreements, policies, and procedures;
- Administers the City's recruitment and selection processes, and employee benefits; maintains the City's Classification Plan and determines appropriate salary placements;
- Provides direction, coordinates, and makes recommendations for resolving performance issues, disciplinary actions, and grievances; negotiates contracts and resolves difficult issues with recognized employee association representatives;
- Protects the City's assets by insuring proof of appropriate liability coverage from third parties; oversees and provides direction to staff involved in workers' compensation and health insurance administration; and insures workplace safety through programs and training;

- Represents the City Council, City Manager, and/or department on various topics related to specified areas of responsibility, including attending various meetings, serving as spokesperson to the public and the media, providing information regarding the department's programs, policies, and activities, negotiating and resolving sensitive, significant, and controversial issues; speaking in public; and making public presentations;
- Analyzes information and prepares correspondence and reports of findings and recommendations;
- Selects, supervises, trains, directs, motivates, and evaluates Personnel Department staff including making hiring and other personnel decisions, insuring proper training of personnel to implement department goals, objectives, and functions; working with employees to correct performance deficiencies, completing and reviewing performance evaluations, and implementing disciplinary and/or termination procedures;
- Develops, directs, administers, and monitors the annual Personnel Department budget;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Responds to questions and comments from the public in a courteous and timely manner;
- Keeps City Manager and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Comprehensive knowledge of pertinent federal, state, and local employment laws and regulations, and City and department operations, policies, and procedures;
- Comprehensive knowledge of the principles, practices, and applications of personnel administration and management, labor relations, and risk management;
- Comprehensive knowledge of modern office practices, procedures, methods, and equipment, including pertinent computer programs and applications;
- Comprehensive knowledge of organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs both within the Personnel Department and throughout the City;
- Comprehensive knowledge of the principles and practices of employee selection, supervision, training, motivation, evaluation, and discipline;
- Comprehensive knowledge of the principles and practices of effective conflict resolution and problem solving;
- Thorough knowledge of budgeting and budget preparation;
- Ability to administer all aspects of a Personnel Department in compliance with applicable laws and according to established procedures for assigned areas;
- Ability to prepare and administer a department budget;
- Ability to research, analyze, evaluate, and implement improved service delivery methods, procedures, and techniques;
- Ability to select, supervise, train, motivate, evaluate, and discipline assigned employees; to plan, organize, direct, and coordinate the work of supervisory, professional, technical, and clerical personnel; to provide effective administrative leadership; and to appropriately delegate authority and responsibility;

- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to represent the City on relevant matters, and to make effective public presentations;
- Ability to analyze problems, identify solutions, project consequences, and implement appropriate and effective actions;
- Ability to effectively resolve conflicts;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to write clear and concise correspondence, and to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to organize and prioritize work, and to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience that is equivalent to:

- Bachelor's Degree in Public Administration, Personnel Management, or a closely related field; and
- Seven or more years of experience in professional personnel management and labor negotiations with a public agency, and some risk management experience.

Required Special Qualifications

- Valid Class C California Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, motor vehicle, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.